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BOOK NUMBER A275.2
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TRAINING EXTENSION WORKERS TO USE THE FARM AND HOME UNIT APPROACH

Section I.

Training Needs and Responsibilities of Extension Workers

There seems to be an urgent and continuing need for training that enables extension workers to use the farm and home unit approach more effectively. This outline attempts to recognize (1) that all extension workers need some kind of training in common, and (2) that specialized roles in the use of the farm and home unit approach require additional, specialized training.

It should be recognized that all such training will strengthen work carried on by all other Extension methods. It also will help extension workers to better understand farm and home problems. More complete comprehension of farm and home problems should aid materially in guiding and directing the extension program at both the county and State level.

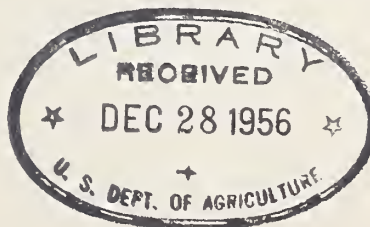
Administration's Responsibility in the Farm and Home Unit Approach

The necessity for the administrative staff to play a strong enthusiastic role in the farm and home unit approach is evident. After administrative decisions have been made concerning organization and personnel at both State and county levels and other areas which require administrative decision, extension workers who are to be responsible for the work should be charged by administrators with their responsibilities. All extension workers then should be trained in the philosophy, concepts, and objectives of the method of work. Relationships to the overall extension program and relationships between groups of extension workers should be clarified.

Supervisors' Training Needs and Responsibility

Supervisors must be in a position to lead and train county workers. To be in this position they need specialized training in addition to the generalized orientation training in the farm and home unit approach that all extension workers need, and in addition to other training and experience that fits them for supervision of extension work in counties.

Federal Extension Service . U. S. Department of Agriculture
HEP-118(9-56)



Some tasks which call for special training follow:

- A. Enlisting local support and guidance .
- B. Deciding on approach, families with whom to work, areas in county, etc.
- C. Recording progress and evaluating accomplishments.
- D. Making adjustments in present program and integrating the work into the total county extension program.
- E. Informing the public about the work.
- F. Seeing to it that agents get the training they need in order to do the work effectively.

Specialists' Training Needs and Responsibility

Although the degree and the way that various specialists will be involved in the unit approach will vary, all should receive the orientation type of training. This much experience with the approach is essential to carrying out their role effectively.

In addition to the orientation training, specialists should receive additional training at workshops, staff meetings, etc., to prepare them to provide the needed leadership in their area of responsibility.

Specialists should be trained to effectively

- (1) Prepare materials for use by agents and others with unit approach families.
- (2) Train agents in using the tools and subject matter in their field as it relates to the unit approach. This should involve on-the-job training in the field, as well as training in meetings, workshops and assistance with meetings in the county.

County Workers' Training and Responsibility

The responsibility of actually applying the farm and home unit approach rests with the county workers. To accomplish this, they must be trained in where--when--and how the method can be most effectively used to help people help themselves achieve the goals they set for themselves.

Section II.

Area of Training

This report recognizes 4 distinct areas of in-service training that are important:

- A. Orientation training in which everyone is introduced to the philosophy and concepts and given an understanding of how Farm and Home Development might be done with families.
- B. Training in organizing, integrating and developing the work as a part of the total program at the State and county level.
- C. Training in doing the work with families in which agents and others bearing an important role are taught methods, techniques, and needed subject matter to effectively lead families to the solution of problems.
- D. Fundamental training of the type obtained in regular college course work to give agents basic training in principles of management and their applications to homes, farms, businesses, professional careers, and so forth.

A. Orientation training in farm and home unit approach

What kind of training

- (1) Philosophy, concepts, and objectives.
- (2) Relation to overall extension objectives and program.
- (3) Program integration, staff coordination and cooperation of college personnel.
- (4) Time or intensity and speed or rate at which work should take place.
- (5) Purpose for which farm and home unit approach was designed:
 - a. Evaluating the farm and home as a unit.
 - b. Finding and solving problems.
- (6) Concept of management process where it relates to farm and home problems in extension groups.
- (7) Experience in farm and home planning.

Who will be trained

- (1) Federal, State and county Extension personnel at all levels:
 - a. Proceed from Federal, State, and county and in this order
- (2) Residence and research personnel where advisable and possible.
- (3) Others.

How training might be accomplished

- (1) Staff conferences.
- (2) Workshops.
 - a. On-the-farm experience including training in the use of necessary forms such as workbooks.
- (3) Seminars.
- (4) Use of appropriate literature.

- B. Training in STAFF ORGANIZATION, SUPERVISION, PROGRAM INTEGRATION and EVALUATION as related to the development of the farm and home unit approach.

What kind of training

- (1) County organization and program emphasis
- (2) Families with whom to work: who, how many, when, how long.
- (3) Relative merits of various methods of working with families.
- (4) Recording and reporting the work.
- (5) Essential functional and subject matter contributions by:
 - a. Administrative and supervisory staff.
 - b. Specialist staff.
 - c. Various members of the county staff.
 - d. Non-extension agencies.
- (6) Kinds and purpose of publicity.
- (7) Relationship to and cooperation with county councils, advisory committees, etc.
- (8) Evaluation of farm and home unit approach method.

Who will be trained

- (1) State Extension staff in administration; supervision; information and research studies and training staffs and steering committees as appropriate.
- (2) County staff (all agents in counties where farm and home development is under way, or contemplated.)
- (3) Others.

How training might be accomplished

- (1) Conferences.
- (2) Workshops.
- (3) Seminars.
- (4) Contacts of supervisors with agents in the field.
- (5) Use of appropriate literature.

C. Training in METHODS, PROCEDURES, TECHNIQUES, and SUBJECT MATTER for conducting farm and home unit work with families

What kind of training

- (1) Effective counseling with individual families.
- (2) Effective use of group techniques.
- (3) Assisting families to determine and weigh goals and appraise resources.
- (4) Use of the tools of management with practical case illustrations of principles involved.
- (5) Recent pertinent factual data on outlook, prices, costs, production practices and consumption, packaged for use on management problems.

Who will be trained

- (1) State staff members carrying responsibility for county assistance in farm and home development.
- (2) All agents working with families in farm and home development.
- (3) Others.

How training might be accomplished

- (1) Workshops.
- (2) Conferences.
- (3) Participation with agents in work on the farm in using tools to solve farm family problems.
- (4) Assist agents in conducting initial series or any part of the series of group meetings.
- (5) Through newsletters, working materials, bulletins, and other literature.

D. Training in FUNDAMENTALS important as a foundation for farm and home unit work

What kind of training

- (1) Principles of adult education.
- (2) Principles and concepts of management.
- (3) Other subject-matter areas most urgently needed.

Who will be trained

- (1) County and State workers who need such training.
- (2) Others.

How training might be accomplished

- (1) Correspondence courses.
- (2) University courses available to people on the job.
- (3) Regional Extension summer schools.
- (4) Special short courses in individual States.

